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Services

BASE THEATER

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This instruction implements AFPD 34-1, Morale, Welfare, Recreation, and Services Program. This instruction gives policy and procedures for use of and attendance at the base theater. It applies to all personnel attending the base theater and to all organizations using the base theater.

SUMMARY OF REVISIONS

This revision clarifies and updates responsibilities of the group requesting use of the Base Theater (paragraph 1.5). Updates organizational symbols; clarifies free admission for children under six years of age (paragraph 4.1); adds free admission for infant patrons who do not occupy a seat (paragraph 4.4).

1. USE OF THE BASE THEATER:

- 1.1. When the base theater is not being used to show entertainment motion pictures provided by the Army and Air Force Exchange Service (AAFES); it may be used by base organizations for commanders' calls, briefings, and other assemblies.
- 1.2. Use of the theater for these purposes will be on a first-come first-served basis. Reservation requests are to be submitted to Services Division (75 SPTG/SV).
- 1.3. Use of the base theater after 1600 on Friday through 0730 on Monday will be coordinated with the Manager, Hill AFB Base Exchange (W-RMSD-UT).
- 1.4. The base theater will be reserved for one weekend per month for Reserve Units' commander calls and assemblies. Units will notify 75 SPTG/SV, in writing, what days are required.
- 1.5. The person requesting use will:
 - 1.5.1. Contact 75 SPTG/SV to reserve Base Theater.

- 1.5.2. Coordinate audio and visual equipment needs through Electronics (75 CS/SCME).
- 1.5.3. Get theater key from 75 SPTG/SV, Building 180, Room 220.
- 1.5.4. Get a checklist on the use of the theater when picking up the key.
- 1.5.5. The checklist will be completed and returned along with the key to 75 SPTG/SV. The key and checklist will be returned to 75 SPTG/SV not later than 0730 the next duty day.
- 1.5.6. Ensure the inside and outside of the facility is cleaned up (returned to the same condition as originally found). If any discrepancies are noted, the user is required to rectify the situation and notify 75 SPTG/SV.

2. MILITARY AND CIVILIAN CONDUCT POLICY:

- 2.1. Sponsors are responsible for the conduct of their children and guests at all times.
- 2.2. Theater patrons will be aware of the rights of others in or outside the theater and refrain from any action which would interfere with other relaxation or enjoyment.

3. CAUSE FOR REMOVAL FROM THE THEATER:

- 3.1. Any theater patron who does not exhibit proper conduct or attire and does not stand for the National Anthem will be asked to leave by the manager or the assistant.
- 3.2. The patron will leave the premises and no refund will be given.

4. CHARGES FOR ENTERTAINMENT MOTION PICTURES:

- 4.1. Children under six years of age, when accompanied by an authorized patron purchasing an adult admission, will be admitted free, except at special matinees for children, or when local exchange management anticipates the performance will be a sell-out, with all seats needed for paying patrons.
- 4.2. All other patrons will be charged the regular price of admittance or the special feature price of admittance when a price increase applies.
- 4.3. No refunds will be given.
- 4.4. Infant patrons who don't occupy a seat will qualify for free admission at all performances.

ERNST V. MASHALL, Colonel, USAF
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